Approved For Release 2001/06/09 . SIA-RDP60-00213A000100030077-8

DEC 2 1955

25X1A9a

MEMORANDUM FOR:

SUBMECT:

Effect of a Manpower Reduction and Adequacy of Current Manpower Authorization in Light of Requirements. - Report for the Management Staff.

1. Responsive to request to Heads of Executive Departments from Chairman of the House Committee on Post Office and Civil Service relating to the conservation of manyower and a 10% reduction in number of civilian employees of Departments.

25X9A2

- 2. Present ceiling On duty strength No Staff Agent authoris
- 3. What functions would you eliminate, or what procedures would you follow if a 10% reduction from manpower on duty 31 October 1955 were required?

Outright eliminations would be as follows:

25X9A2

Records Management Staff positions Regulations Control Staff positions Organization and Methods Staff positions

h. Are any organizational units now performing any function or activity which is being performed, in whole or in part, by another component of this Agency or by unother Government Agency?

No.

5. Are there functions or requirements now assigned you which are beyond your present capacity to perform? If so, give an indication of the number of additional personnel required to perform such functions.

No.

Of course, in respect to the OaM function, one could add a couple of dozen more, but it doesn't make any sense. The Agency should be able to get along with what we have. The cuts indicated above we can cut modestly, without any real flow of blood.

25X1A9a

25X1A9a

Chief, Management Staff